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4 March 1952

The Printing & Reproduction Division is responsible for providing reproduction and printing services to CIA, the National Security Council, and other government agencies when authorized, including offset and letter press printing, platemaking, photo-engraving, mimeographing, dittoing, ozalid printing, all types of photographic work, i.e., photostating, microfilming, film duplicating, enlarging, motion picture printing and developing, color printing, and final collation, binding and dissemination of CIA reports, maps, and surveys, collected, compiled, or required by various activities of the agency.

PHOTOGRAPHY BRANCH

The Photographic Branch is responsible for all photo-reproduction in the Agency. The following services are available in one of the five different sections: (1) photocopying accomplished on photostat machines or ozalid machines; (2) microfilm accomplished on 16, 35, and 70 mm copying cameras. The necessary developing tanks and automatic processors are available to develop, fix and wash these films. An ozaphane machine is also available to make film duplicates. A Dupree printer is also available to make film copies of 16 and 35 mm motion picture films. (3) Camera and Layout - where large films are made as an integral step in the photo-offset printing process. Here a 20x24 ATF camera is available and the necessary dark room facilities for processing these large size films. (4) Graphic photography - this compares to commercial photography and ranges in size from 35 mm to 8x10 negatives. Copying cameras are available and also enlargers to make prints from postage stamp size to large bromides forty by sixty inches. For mass print production, microtronic printers and processors are available. (5) Color photography - the necessary cameras and dark room facilities are available for copying colored charts, diagrams, etc., and for making Ansco color prints up to 8 x 10 inches in size.

PLANT SERVICES BRANCH

The responsibilities of this Branch include the general house-keeping duties of the Division plus finishing operations that are necessary to complete a job and get it in the hands of the user.

The [redacted] performs the finishing operations on jobs that originate in both the Photographic and Printing Branches. These activities include collating, folding, inserting, stapling, stitching, drilling, trimming, etc., that becomes necessary to complete a particular task. All paper cutting and perforating is accomplished here. Available equipment includes paper cutters, drills, stitching, folding, collating, gathering, and gluing machines. The [redacted]

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PRINTING AND REPRODUCTION DIVISION

PLANT SERVICES BRANCH (CONTINUED)

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[redacted] prepares reproduced materials for distribution to the various requestors. Mailing lists and addressing tasks are accomplished in this section. Graphotype and addressing machines are available as is tying and tape pasting machines. The Supply [redacted] is responsible for providing adequate operating supplies to the Division at all times. The requesting, receiving, and warehousing of all supplies and equipment is performed in this section. The regraining of plates and disposition of classified waste are functions of this unit. Power lifts, plate regrainers and paper destruction machines are all available in this Section.

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PRINTING BRANCH

The Printing Branch is responsible for providing printing facilities for the agency. Five main services are provided in this Branch, i.e., composition, printing, platemaking, photo-engraving, and duplicating. The [redacted] is responsible for the preparation of copy from rough draft to a finished form for printing. Electromatic typewriters, varitype, and linotype machines are available. The [redacted] is capable of printing both by the direct letter press and offset printing methods. Letter presses available include a 14x20 Chandler & Price Job Press and two 14x20 Miehle Vertical Presses. Offset presses include one 14x20 and two 17x22 Webendorfer presses. The [redacted] is responsible for providing plates for the offset presses regardless of size. Facilities are available for making both albumen and deep etch plates. The [redacted] is to provide line or half-tone cuts for use on the direct letter presses. Etching baths and routing machines are available. The [redacted] is comprised of facilities to satisfy small office reproduction needs such as multilithing, mimeographing and dittoing. Ditto, mimeograph, and Model 1250 multilith machines are available.

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